

# UNIVERSITY OF CALCUTTA



No.AO/BUDGET PROPOSALS/2017-18/ 1

Dated, the 17<sup>th</sup> May 2016

To  
Head of the Department

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**Sub: Annual Financial Estimates for the year 2017-18 & Revised Estimates for the year 2016-17**

Dear Sir / Madam,

Kindly note that the work related to preparation of Annual Financial Estimates (Budget) for the year 2017-18 has been initiated by the Accounts Department. In terms of the relevant provisions of C.U. Act, 1979 and the C.U First Statutes, 1979, the Budget for the year 2017-18 & Revised Budget for the year 2016-17 is to be submitted to the State Govt. by Nov '2016.

The undersigned is directed by the Hon'ble Pro-Vice Chancellor (B.A&F) to request you to kindly furnish the Financial Estimates (Budget) for the year 2017-18 & Revised Estimates for the year 2016-17 of your department as per the enclosed pro-forma.

In case your Department. is offering any self-financing course(s) the Budget Estimate for the year 2017-18 & Revised Estimate for the year 2016-17 for the same may please be submitted along with.

The proposal of Financial Estimates of your department is to reach the office of the undersigned by 30<sup>th</sup> June' 2016 for facilitating the finalisation of the job at hand. The meeting date will be communicated after receiving your proposal. A soft copy of the proposal may also be sent to the E-mail id: caluniv\_ao@rediffmail.com.

Please treat this communication as urgent.

Thanking you

Yours sincerely

(Accounts Officer)  
University of Calcutta

Encl. As stated

**PRO-FORMA**

**B.I. No.:**

<b>Sl. No.</b>	<b>A/c Code</b>	<b>Head of Account</b>	<b>Revised Estimates 2016-17</b>	<b>Budget Estimates 2017-18</b>

**Note:**

Requirement of Computers, Printers, other Office Equipment and Scientific Equipments, if any, for 2017-18 are to be mentioned separately.